

MUSEUM VOLUNTEERS

THE RENTON HISTORY MUSEUM RELIES ON VOLUNTEERS TO FULFILL ITS MISSION TO PRESERVE, DOCUMENT, INTERPRET, AND EDUCATE THE GENERAL PUBLIC ABOUT THE HISTORY OF THE GREATER RENTON AREA.

VOLUNTEERS ARE A VITAL PART OF MUSEUM OPERATIONS. VOLUNTEERS GREET VISITORS ON SATURDAYS, SERVE AS TOUR GUIDES, HELP DURING SPECIAL EVENTS AND WITH ADMINISTRATIVE DUTIES, PUT INFORMATION ABOUT ARTIFACTS INTO THE COMPUTER DATABASE, INTERVIEW LOCAL RESIDENTS AND SERVE WHENEVER THERE IS A NEED.

IF YOU ARE INTERESTED IN JOINING THE VOLUNTEER FORCE OF THE RENTON HISTORY MUSEUM, PLEASE CONTACT THE VOLUNTEER COORDINATOR AT 425.255.2330.



**VOLUNTEER WORKING ON
THE EXHIBIT**

VOLUNTEER BENEFITS

- Free admission to the museum;
- Free admission to all museum programs, including speakers;
- Invitation to the openings of new exhibits;
- Volunteer Newsletter and the Museum Quarterly mailed to the volunteer at no charge;
- Organized visits to other museums or locations of interest;
- Invitation to Thank You events for volunteers;
- 20% discount in the gift shop.



Renton History Museum

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www.rentonhistorymuseum.org

capture the past
educate the present
inspire the future

Renton History Museum

VOLUNTEER PROGRAM



**2007 RENTON RIVER DAYS,
MUSEUM BOOTH.**

TEL: 425.255.2330

VOLUNTEER POSITIONS



**DOCENT GIVING A TOUR IN FRONT
OF THE COAL MINING EXHIBIT.**

Museum Greeter

Museum greeters serve as ambassadors for the museum. They welcome visitors, provide them with basic information about the museum and exhibits, and sell gift shop items.

Greeters are present at the museum on Saturdays. Each greeter is scheduled at least once a month. There are two schedule times to choose from: 10:00 a.m. to 1:00 p.m. or 1:00 to 4:00 p.m.

Each greeter must receive training (approximately 1.5 hours) which can be scheduled on an individual basis during the week or on some Saturdays.

Greeters are expected to commit to at least six months of service at the museum.

Oral History Volunteer

Volunteers in this position work independently outside the museum building. They arrange

and conduct interviews with the person approved by the museum staff.

This position requires a couple hours of training and at least one year of commitment.

Tour Guide/Docent

Tour guides educate the public about the history of Renton and the greater Renton area. They do this by interpreting exhibits at the museum.

Most tours are scheduled upon request and usually take place during regular museum hours which are Tuesday through Saturday from 10:00 a.m. to 4:00 p.m.

Docents are required to actively participate in at least 10 hours of training before they can guide a tour.

A tour guide is expected to commit to at least one year of service and guide at least 10 tours a year.

Database Entry Volunteer

Volunteers involved in database entry must be proficient in Microsoft Office and must demonstrate attention to detail. This position requires one hour of training in using PastPerfect museum software and a few hours of initial supervision.

Database entry volunteers are ex-

pected to commit to at least 10 hours a month for at least two months during regular office hours, which are Monday through Friday from 8:00 a.m. to 4:00 p.m.

Special Events Volunteer

Volunteers have an opportunity to help the museum staff with special events such as Renton River Days in July. They will assist in planning and preparing hands-on activities for children and/or staff the museum booth during the fair in July. This is a perfect opportunity for students.

In addition teenagers can help host Speaker Programs on the second Saturday and the second Tuesday of each month.

Office Help

Volunteers help the Administrative Assistant with clerical duties on a regular basis or as needed. This assignment usually does not require special training and can be limited to a one-time project.

Volunteers in this position should be detail-oriented and be able to work without supervision. Depending on the assignment, office helpers are expected to volunteer only once or to commit for at least a six month period.

The need for office help changes.